

Nebraska Information Technology Commission

Geographic Information Systems Council Charter

Adopted by Nebraska GIS Steering Committee on 5-14-08, and by NITC on 6-18-08

1. Introduction

The Nebraska Geographic Information System Steering Committee (NGISSC) was established by the Nebraska Legislature in 1991 (*Reissued Revised Statutes of Nebraska, 1943, §86-569 through §86-573*), in an effort to coordinate the implementation of GIS / geospatial technology by public entities in Nebraska. The NGISSC statutes were revised and renamed as the Geographic Information Systems Council (hereafter referred to as "GIS Council") of the Nebraska Information Technology Commission (hereafter referred to as "Commission") in March 2008. The Council is an advisory committee of the Commission composed of representatives from state, county, municipal and federal government agencies, and other public and private entities using GIS/geospatial technologies as they relate to the geographic area of the State of Nebraska.

2. Purpose

The purpose of this Charter is to clarify the role of the GIS Council and its relationship with the Commission.

3. Authority

The Nebraska Information Technology Commission shall: "Establish ad hoc technical advisory groups to study and make recommendations on specific topics, including work groups to establish, coordinate, and prioritize needs for education, local communities, and state agencies[.]" Neb. Rev. Stat. § 86-516(7). The GIS Council is further charged to: "(1) Make recommendations to the Legislature for program initiatives and funding; and (2) Establish guidelines and policies for statewide Geographic Information System operations and management..." Neb. Rev. Stat. § 86-572.

4. Commission Responsibilities and Mission

4.1. Commission Mission

The mission of the Nebraska Information Technology Commission is to make the State of Nebraska's investment in information technology infrastructure more accessible and responsive to the needs of its citizens regardless of location while making government, education, health care and other services more efficient and cost effective.

4.2. Commission Responsibilities (Neb. Rev. Stat. § 86-516)

- 4.2.1. Annually by July 1, adopt policies and procedures used to develop, review, and annually update a statewide technology plan;
- 4.2.2. Create an information technology clearinghouse to identify and share best practices and new developments, as well as identify existing problems and deficiencies;
- 4.2.3. Review and adopt policies to provide incentives for investments in information technology infrastructure services;

- 4.2.4. Determine a broad strategy and objectives for developing and sustaining information technology development in Nebraska, including long-range funding strategies, research and development investment, support and maintenance requirements, and system usage and assessment guidelines;
- 4.2.5. Adopt guidelines regarding project planning and management and administrative and technical review procedures involving state-owned or state-supported technology and infrastructure. Governmental entities, state agencies, and political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions. The commission may monitor the progress of any such project and may require progress reports;
- 4.2.6. Adopt minimum technical standards, guidelines, and architectures upon recommendation by the technical panel;
- 4.2.7. Establish ad hoc technical advisory groups to study and make recommendations on specific topics, including workgroups to establish, coordinate, and prioritize needs for education, local communities, and state agencies;
- 4.2.8. By November 15 of each even-numbered year, make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel pursuant to section 86-521;
- 4.2.9. Approve grants from the Community Technology Fund and Government Technology Collaboration Fund;
- 4.2.10. Adopt schedules and procedures for reporting needs, priorities, and recommended projects;
- 4.2.11. Assist the Chief Information Officer in developing and maintaining Network Nebraska pursuant to section 86-5,100; and
- 4.2.12. Determine the format that state agencies, boards, and commissions shall use to report their information technology plans. The commission shall include an analysis of such plans in the statewide technology plan.

5. GIS Council Mission and Responsibilities

5.1. GIS Council Mission

The mission of the GIS Council is to encourage the appropriate utilization of GIS/geospatial technology and to assist organizations to make public investments in GIS/geospatial technology and spatial data in an effective, efficient, and coordinated manner

5.2. GIS Council Responsibilities

- 5.2.1. Make recommendations to the Legislature and the Commission for program initiatives and funding;
- 5.2.2. Make recommendations to the Commission for the establishment of guidelines and policies for statewide Geographic Information Systems operations and management to include:

- a) The acquisition, development, maintenance, quality assurance such as standards, access, ownership, cost recovery, and priorities of data bases;
 - b) The compatibility, acquisition, and communications of hardware and software;
 - c) The assessment of needs, identification of scope, setting of standards, and determination of an appropriate enforcement mechanism;
 - d) The fostering of training programs and promoting education and information about Geographic Information Systems;
 - e) The promoting of the Geographic Information System development in the State of Nebraska and providing or coordinating additional support to address Geographic Information System issues as such issues arise;
- 5.2.3. Provide leadership to the GIS user community and assistance to the Commission to facilitate the coordinated development and maintenance of the spatial data infrastructure (data, policies, standards, data distribution, coordination mechanisms, training, etc.) to serve the geographic area of Nebraska;
 - 5.2.4. Facilitate communication and coordination among users of geospatial technology, at all levels of government and the private sector, as it relates to the geographic area of Nebraska, to encourage and enable collaboration, data sharing, and the effective, efficient utilization of the technology;
 - 5.2.5. Encourage and guide the development of collaborative, enterprise-level services to reduce the public costs and broaden the access of public agencies and the general public to these technology tools and related information, and enable their efficient implementation and utilization;
 - 5.2.6. Facilitate the development and adoption of spatial data standards and data documentation to enable to greatest return on public investments in data development by enabling and encouraging data sharing;
 - 5.2.7. Coordinate efforts within state, local and federal agencies to identify priority, Nebraska-related, geospatial data needs and facilitate efforts to pool resources to enable the development of those priority datasets and propose data stewardship responsibilities;
 - 5.2.8. Establish ad hoc advisory groups or subcommittees to study and make recommendations on specific topics;
 - 5.2.9. Report to, assist, and advise the Chief Information Officer in setting information technology policy; and
 - 5.2.10. Provide assistance as requested by the Commission in developing, reviewing, and updating the statewide technology plan; supporting the technical panel created in Neb. Rev. Stat. § Sect. 86-521; and other responsibilities as directed by the Commission.

6. Membership

6.1. Selection of Members

The GIS Council membership will include representatives from a broad cross-section of the areas of interest in the GIS/geospatial technology user community. The GIS Council may solicit nominations from organizations or individuals with an active interest or involvement in

GIS/geospatial technologies. The Commission may also seek out additional qualified candidates. Nominations shall describe the qualifications of the person relative to the goals of the GIS Council. In choosing members, the GIS Council and the NITC shall strive for a balance of perspectives on GIS/geospatial technology issues.

6.2. Representation (#) *provided as a refer for number of members only*

- 6.2.1. The Chief Information Officer or his or her designee (1);
- 6.2.2. The Director of the Department of Environmental Quality or his or her designee (2);
- 6.2.3. The Director of the Department of Health and Human Services Regulation and Licensure or his or her designee (3);
- 6.2.4. The Director of the Conservation and Survey Division of the University of Nebraska or his or her designee (4);
- 6.2.5. The Director of the Department of Natural Resources or his or her designee (5);
- 6.2.6. The Director of the Governor's Policy Research Office or his or her designee (6);
- 6.2.7. The Director-State Engineer or designee (7);
- 6.2.8. The State Surveyor or designee (8);
- 6.2.9. The Clerk of the Legislature or designee (9);
- 6.2.10. The secretary of the Game and Parks Commission or designee (10);
- 6.2.11. The Property Tax Administrator or designee (11);
- 6.2.12. One representative of federal agencies nominated by the Commission and appointed by the Governor (12);
- 6.2.13. One representative of the natural resources districts nominated by the Nebraska Association of Resources Districts and appointed by the Governor (13);
- 6.2.14. One representative of the public power districts nominated by the Commission and appointed by the Governor (14);
- 6.2.15. Two representatives of the counties nominated by the Nebraska Association of County Officials and appointed by the Governor (15) (16);
- 6.2.16. One representative of the municipalities nominated by the League of Nebraska Municipalities and appointed by the Governor (17);
- 6.2.17. Two members at large nominated by the Commission and appointed by the Governor (18) (19);
- 6.2.18. Such other members as nominated by the Commission and appointed by the Governor. These additional members shall include:
 - a) Director of the Nebraska Emergency Management Agency or Military Dept. or his or her designee (20);
 - b) Director of the Nebraska Public Service Commission or his or her designee (21);
 - c) One representative of Nebraska geospatial professional association nominated by the Commission and appointed by the Governor (22);
 - d) One representative from the Omaha metro area nominated by the Commission and appointed by the Governor (23);

- e) One representative from the Lincoln metro area nominated by the Commission and appointed by the Governor (24);
- f) Up to two additional at-large representatives, as necessary to provide regional geographic and/or other key sectors of representation to be nominated by the Commission and appointed by the Governor (25) (26).

6.3. Number of Members

The number of members shall be no more than 26.

6.4. Vacancies

The GIS Council may solicit nominations to fill vacant positions and may recommend new members to the Commission for nominations to the Governor for final appointment. The Commission may also seek out additional qualified candidates.

6.5. Length of Service

One-third of the members shall initially serve 3-year terms. One-third of members will initially serve two-year terms. One-third of members will initially serve one-year terms. Subsequent terms will be three-years.

6.6. Member Responsibilities

Each member is responsible for maintaining two-way communication with their sector constituents concerning issues brought before the Council.

6.7. Designated Alternates and Non-voting Alternates

- 6.7.1. Each member of the GIS Council may designate one (1) official voting alternate. This official voting alternate shall be registered with the Office of the Chief Information Officer and Commission and, in the absence of the official member, have all the privileges as the official member on items of discussion and voting.
- 6.7.2. If the official member and his/her official alternate are unable to attend a GIS Council meeting either in person or electronically, then the sub-sector affected may send a non-voting alternate to gather or share information.

7. Meeting Procedures

7.1. Chair(s)

The elected Chair or Vice Chair will conduct the meetings of the GIS Council, oversee the establishment, operation and dissolution of committees, propose meeting agendas, and maintain the general operations of the Council. The Chair or Vice Chair of the GIS Council will serve two year staggered terms, expiring on January 1.

7.2. Quorum

An official quorum consists of 50% of the official members or their voting alternates. No official voting business may be conducted without an official quorum.

7.3. Voting

Issues shall be decided by a majority vote of the voting members present.

7.4. Meeting Frequency

The Council shall meet on an as needed basis. The GIS Council will meet no more than 8 and no fewer than 4 times per year.

7.5. Notice of Meetings

- 7.5.1. Notice of the time and place of each meeting of the Council shall be made at least seven (7) calendar days prior to the meeting. Notice shall be published on the NITC and the GIS Council's Web sites.
- 7.5.2. The notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda shall be readily available for public inspection at the Office of the Chief Information Officer, 501 S. 14th Street, 4th Floor, Lincoln, NE, during normal business hours by appointment.

7.6. Subcommittees or Advisory Committees

- 7.6.1. Subcommittees or Advisory Committees will be designated by vote of the Council to address specific topics.
- 7.6.2. Pursuant to provisions of Neb. Rev. Stat. § 84-1409(1), subcommittees and/or advisory committees of the Council shall not be required to provide notice of meetings.

7.7. Expense Reimbursement

Section 81-1182.01 states: "Any department, agency, commission, council, committee, or board of the state may pay for the reasonable and necessary expenses for the recruitment, training, utilization, and recognition of volunteers providing services to the state and certain providers of services as established by the Director of Administrative Services."

- 7.7.1. According to NAS Policy CONC-005, "Volunteers shall mean those persons providing services to the State who are not being compensated for their time."
- 7.7.2. Council members needing reimbursement must submit a signed request to the Office of the CIO-NITC using the official state accounting forms.